

**Milper Message Number**

**10-102**

**Proponent**

**AHRC-OPL-L**

**Title**

**FY10 COHORT YEAR GROUP (YG) 2007 FUNCTIONAL DESIGNATION (FD) BOARD**

**...Issued: [05 Apr 10]...**

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1. THIS MILPER MESSAGE EXPIRES NLT 15 SEPTEMBER 2010.

2. THIS MESSAGE ANNOUNCES ZONES OF ELIGIBILITY, METHODOLOGY, AND ADMINISTRATIVE INSTRUCTIONS FOR USE BY THE YEAR GROUP (YG) 2007 FOUR YEAR FD BOARD.

3. THIS FOUR YEAR FD BOARD DESIGNATES OFFICERS INTO FUNCTIONAL AREAS AS DESCRIBED IN DA PAM 600-3 AND MILPER MESSAGE 09-142.

THE INTENT OF THE FOUR YEAR FD BOARD IS TO BALANCE CAPTAIN SHORTAGES IN CRITICAL FUNCTIONAL AREAS.

THE YG 2007 FD BOARD CONVENES ON **6 MAY 2010** TO SELECT OFFICERS IN YG2007 FOR FUNCTIONAL DESIGNATION INTO THE FOLLOWING FUNCTIONAL AREAS ONLY:

FA24 - INFORMATION SYSTEMS ENGINEER  
FA29- ELECTRONIC WARFARE  
FA30 - INFORMATION OPERATIONS  
FA40- SPACE OPERATIONS  
FA46 - PUBLIC AFFAIRS  
FA53 - INFORMATION SYSTEMS MANAGEMENT

4. OFFICERS OF THE ARMY COMPETITIVE CATEGORY **THAT ARE SELECTED FOR PROMOTION TO CPT ON THE FY10 CAPTAIN, ARMY PROMOTION SELECTION BOARD (RELEASE DATE 6 APR 2010)** ARE ELIGIBLE FOR FUNCTIONAL DESIGNATION BY THIS BOARD. HOWEVER, BRANCH REQUIREMENTS DICTATE THAT OFFICERS IN THE FOLLOWING BRANCHES WILL NOT BE ELIGIBLE TO PARTICIPATE IN THIS BOARD: SF, CA, AND PO.

5. ELIGIBLE OFFICERS MUST SUBMIT THEIR FD PREFERENCE FROM **7 APRIL-28 APRIL 2010**. ELIGIBLE OFFICERS RECEIVE INFORMATION VIA THEIR ARMY KNOWLEDGE ONLINE (AKO) EMAIL ACCOUNTS EXPLAINING HOW TO SUBMIT AN ONLINE PREFERENCE STATEMENT.

THIS APPLICATION WILL BE AVAILABLE AT THE FUNCTIONAL DESIGNATION HOME PAGE:  
<https://www.isdrad16.army.mil/ahrc/ospp/home/HTDocs/>.

OFFICERS MAY SELECT AS PREFERENCES ONLY THOSE FUNCTIONAL AREAS LISTED IN

PARAGRAPH 3 ABOVE AND FOR WHICH THEY MEET THE MINIMUM CRITERIA.

MINIMUM CRITERIA FOR EACH FUNCTIONAL AREA IS DEFINED IN DA PAM 600-3, WITH ADDITIONAL INFORMATION AVAILABLE ON INDIVIDUAL FUNCTIONAL AREA WEBPAGES FOUND AT: <https://www.hrc.army.mil/site/protect/branches/officer/index.htm>.

A. THE FD BOARD FOR YEAR GROUP 2007 IS OPT-IN ONLY. **AN OFFICER'S FILE WILL NOT GO BEFORE THIS BOARD UNLESS A PREFERENCE IS SUBMITTED REQUESTING DESIGNATION INTO ONE OF THE SPECIFIED FUNCTIONAL AREAS.** OFFICERS MAY SUBMIT A MINIMUM OF ONE PREFERENCE AND A MAXIMUM OF THREE PREFERENCES.

B. OFFICERS WILL ONLY BE CONSIDERED FOR DESIGNATION INTO FUNCTIONAL AREAS THEY REQUEST AND FOR WHICH THEY MEET THE MINIMUM QUALIFICATIONS.

C. OFFICERS WHO DO NOT SUBMIT A PREFERENCE WILL NOT BE CONSIDERED BY THE YG 2007 FOUR YEAR FD BOARD AND WILL REMAIN IN THEIR BASIC BRANCH. THESE OFFICERS WILL BE FUNCTIONALLY DESIGNATED AT THEIR SEVEN-YEAR FD BOARD.

6. THE U.S. ARMY HUMAN RESOURCES COMMAND (HRC) SUBMITS NAMES OF ELIGIBLE OFFICERS TO THE FD SELECTION BOARD. HRC FORWARDS ALL DOCUMENTS THAT ARE AUTHORIZED AND ACCEPTED FOR FILING ON THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) TO THE SELECTION BOARD IAW INSTRUCTIONS STIPULATED IN THE WRITTEN MEMORANDUM OF INSTRUCTION (MOI) TO THE BOARD.

7. OFFICERS SUBMITTING PREFERENCES TO BE CONSIDERED BY THE YG 2007 FOUR YEAR FD BOARD ARE ADVISED THAT **THE BOARD WILL HAVE ACCESS TO ALL MASKED LIEUTENANT OERS** TO AID IN CHOOSING THE MOST COMPETITIVE OFFICERS FOR DESIGNATION.

8. CODE 21, COMPLETE-THE-RECORD REPORTS ARE NOT AUTHORIZED FOR THE FD BOARD. OFFICERS ARE REMINDED THAT AN OER THAT HAS NOT BEEN PROCESSED BY EVALUATION REPORTS BRANCH WILL NOT BE PROVIDED TO THE BOARD.

9. HRC ACCEPTS LETTERS TO THE PRESIDENT OF THE BOARD FROM OFFICERS ELIGIBLE FOR FD DESIGNATION. OFFICERS SHOULD LIMIT LETTERS TO ONE PAGE. INDIVIDUAL AUTOMATED LETTERS WILL BE SUBMITTED THROUGH THE ONLINE FD PREFERENCE SUBMISSION PORTAL: <https://www.isdrad16.army.mil/ahrc/ospp/home/HTDocs/>

LETTERS SHOULD ONLY INCLUDE INFORMATION DEEMED IMPORTANT IN CONSIDERATION OF THE OFFICER'S DESIGNATION THAT IS NOT CONTAINED IN THE OFFICER'S OMPF OR ORB.

AUTOMATED LETTERS MUST BE SUBMITTED PRIOR TO PREFERENCE WINDOW CLOSING ON **28 APRIL 2010**. HOWEVER, OFFICERS HAVE THE OPTION TO SUBMIT INDIVIDUAL WRITTEN LETTERS, IN LIEU OF THE AUTOMATED VERSION.

WRITTEN LETTERS SHOULD HAVE THE LAST FOUR DIGITS OF THE OFFICER'S SSN, FOLLOW THE SAME FORMAT AS THE AUTOMATED VERSION, AND INCLUDE ONLY THOSE MATTERS DEEMED IMPORTANT IN CONSIDERATION OF THE OFFICER'S RECORD.

ADDRESS WRITTEN LETTERS TO:  
PRESIDENT, FY10 COHORT YG 2007 FUNCTIONAL DESIGNATION (FD) BOARD  
ATTN: AHRC-MSB, ROOM 5S07, HOFFMAN II  
200 STOVALL STREET

ALEXANDRIA, VA 22332-0441

WRITTEN LETTERS MUST ARRIVE AT THE DA SECRETARIAT'S OFFICE NLT: **5 MAY 2010** TO BE CONSIDERED BY THE BOARD.

10. OFFICERS MAY ALSO SUBMIT LETTERS OF RECOMMENDATION FROM SENIOR OFFICERS BY SENDING A WRITTEN LETTER TO THE BOARD PRESIDENT WITH THE LETTER OF RECOMMENDATION AS AN ATTACHMENT. COMMUNICATIONS FROM OTHER PARTIES ON BEHALF OF OFFICERS BEING CONSIDERED WILL NOT BE PROVIDED TO THE SELECTION BOARD UNLESS FORWARDED IN WRITING BY THE OFFICER GOING BEFORE THE BOARD. ADDRESS LETTERS TO:

PRESIDENT, FY10 COHORT YG 2007 FUNCTIONAL DESIGNATION (FD) BOARD  
ROOM 5S07, HOFFMAN II  
200 STOVALL STREET  
ALEXANDRIA, VA 22332-0441

LETTERS MUST ARRIVE AT DA SECRETARIAT PRIOR TO THE CONVEY DATE OF THE BOARD TO BE CONSIDERED. COMMUNICATIONS CONTAINING CRITICISM OR REFLECTING NEGATIVELY UPON THE CHARACTER, CONDUCT OR MOTIVES OF ANY OFFICER WILL NOT BE PROVIDED TO THE SELECTION BOARD.

11. ANY LETTERS CONSIDERED BY THE BOARD (INCLUDING ENCLOSURES) ARE PRIVILEGED CORRESPONDENCE AND HRC WILL NOT FILE THESE LETTERS IN THE OFFICER'S OMPF.

12. PSB/MPD WILL NOT BE SENT A LIST OF NAMES OR OFFICER RECORD BRIEF (ORB) OF ELIGIBLE OFFICERS. EACH PERSONNEL ORGANIZATION MUST SCREEN THEIR POPULATION AND NOTIFY EACH OFFICER CONCERNED. OFFICERS ELIGIBLE FOR CONSIDERATION SHOULD REVIEW THEIR OMPF AND ORB PRIOR TO THE CONVEY DATE OF THE BOARD.

13. THE YG 2007 FD BOARD UTILIZES THE MY BOARD FILE (MBF) APPLICATION. MBF IS A SECURE, WEB-BASED APPLICATION WITH AKO SIGN ON AND AUTHENTICATION TO ALLOW OFFICERS IN THE ZONES OF CONSIDERATION ONE LOCATION TO REVIEW AND CERTIFY THEIR ENTIRE BOARD FILE. MBF IS COMPRISED OF FILES FROM THE PERFORMANCE SECTION OF THE OFFICIAL MILITARY PERSONNEL FILE (OMPF), DA PHOTO (DAPMIS), AND OFFICER RECORD BRIEF (TOPMIS). THEREFORE, IF THERE IS AN ERROR OR MISSING DOCUMENT IN MBF, YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR OMPF, DAPMIS, AND TOPMIS, AS APPLICABLE, IN ORDER FOR THE MBF TO BE UPDATED. SEE INSTRUCTIONS IN THE FOLLOWING PARAGRAPH TO CORRECT/UPDATE YOUR OMPF.

A. ONLY THOSE ELIGIBLE OFFICERS FOR THIS BOARD ARE AUTHORIZED ACCESS TO MBF.

B. OFFICERS MUST REVIEW AND CERTIFY THEIR BOARD FILES ELECTRONICALLY THROUGH MBF. TO ACCESS MBF, ELIGIBLE OFFICERS MAY SELECT THE MBF ICON AT <https://www.hrc.army.mil/site/applicationDirectory.htm>.

C. AFTER REVIEWING THE MBF, OFFICERS MUST SELECT ONE OF THE FOLLOWING THREE OPTIONS WHEN VIEWING MBF:

1. "I HAVE NOT VIEWED THE DOCUMENTS."
2. "I CERTIFY THAT THE INFORMATION IN 'MY BOARD FILE' IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE."

3. "I HAVE REVIEWED THE INFORMATION IN 'MY BOARD FILE', AND I WILL TAKE ACTION AND SUBMIT THE FOLLOWING CORRECTIONS/CHANGES TO MY FILE."

FD BOARD MEMBERS ARE ABLE TO VIEW THE MBF STATUS OF EACH CANDIDATE DURING THE VOTING PROCESS.

D. OFFICERS NEEDING ASSISTANCE SHOULD CONTACT THEIR CAREER BRANCH MANAGER TO MAKE CORRECTIONS TO UPDATE THE MBF. CAREER BRANCH HOMEPAGE:

<https://www.hrc.army.mil/site/Active/opmd.htm>. ALL CAREER BRANCH MANAGERS HAVE THE ABILITY, WHILE MBF IS OPEN, TO PULL IN A NEW DA PHOTO AND NEW ORB, AS NEEDED. AS SUCH, YOUR CAREER BRANCH MANAGER IS YOUR PRIMARY POINT OF CONTACT IN THE PROCESS.

E. MPD/PSB/PD/BCT'S AND COMMANDERS SHOULD ENSURE THAT ALL ELIGIBLE OFFICERS ACCESS, THOROUGHLY REVIEW AND CERTIFY THEIR BOARD FILE.

F. MY BOARD FILE (MBF) DATES:

MBF OPENS: **7 APR 10**

MBF CLOSES: **28 APR 10**

**14. ELIGIBLE OFFICERS MUST SEND DOCUMENTS TO UPDATE THEIR OMPF (OTHER THAN OERS) BY MEMORANDUM TO CDR, HRC-ALEXANDRIA (AHRC-MSR-S) (SELECTION BOARD PROCESSING UNIT), 200 STOVALL STREET, ALEXANDRIA, VA 22332-0444. SUBMIT ONLY DOCUMENTS WHICH ARE AUTHORIZED FOR FILING BY AR 600-8-104. DOCUMENTS FORWARDED FOR UPDATE BY MPD/PSB/PD/BCTS IN BULK WILL NOT BE EXPEDITIOUSLY PROCESSED, AND THEREFORE MAY NOT BE SEEN BY THE DESIGNATION BOARD. OFFICERS ARE ENCOURAGED TO KEEP THEIR OMPF UPDATED AT ALL TIMES. WHEN NOT UNDER BOARD PREPARATION TIME CONSTRAINTS, OFFICERS CAN ALSO UPDATE THEIR OMPF BY SENDING DOCUMENTS (OTHER THAN OERS) TO EMAIL: [OFFRCDS@CONUS.ARMY.MIL](mailto:OFFRCDS@CONUS.ARMY.MIL).**

15. OFFICERS ELIGIBLE FOR CONSIDERATION SHOULD REVIEW THEIR RECORDS TO DETERMINE IF THEY HAVE A CURRENT PHOTO. IN THOSE INSTANCES WHERE AN OFFICER'S PHOTO IS NOT CURRENT, THE OFFICER SHOULD UPDATE THE PHOTO EXPEDITIOUSLY SO THAT RECORDS WILL BE AS COMPLETE AS POSSIBLE WHEN REVIEWED BY THE BOARD.

16. THE FD BOARD PRODUCES A LIST OF FUNCTIONAL DESIGNATIONS FOR OFFICERS DESIGNATED INTO ONE OF THE FUNCTIONAL AREAS LISTED IN PARAGRAPH 3. ONCE APPROVED, DESIGNATIONS WILL BE PUBLISHED VIA MILPER MESSAGE.

17. POST-BOARD APPEALS. IF YOU ARE NOT SELECTED FOR DESIGNATION INTO ONE OF THE AVAILABLE FUNCTIONAL AREAS, THERE IS NOT AN APPEAL PROCESS. IF YOU ARE SELECTED FOR DESIGNATION, THEN YOU CAN REQUEST A RETURN TO YOUR BASIC BRANCH WITHIN 180 DAYS FROM THE RELEASE DATE OF THE BOARD RESULTS.

18. SUMMARY OF CRITICAL DATES INCLUDES:

A. MY BOARD FILE OPENS: **7 APR 2010**

B. FD PREFERENCE STATEMENTS AND AUTOMATED LETTERS TO THE BOARD PRESIDENT

SUBMISSION WINDOW: **7 APR-28 APRIL 2010**

C. MY BOARD FILE CLOSES: **28 APRIL 2010**

D. LETTERS OF RECOMMENDATION DUE TO DA SECRETARIAT NLT: **5 MAY 2010.**

E. CONVENE AND RECESS DATES: **6 MAY – 20 MAY 2010.**

19. POC IS MR. GERALD MCKINNEY, LEADER DEVELOPMENT DIVISION, HRC (AHRC-OPL-L),  
EMAIL [GERALD.MCKINNEY@US.ARMY.MIL](mailto:GERALD.MCKINNEY@US.ARMY.MIL) DSN 221- 0605 OR COMMERCIAL 703-325-0605.